SAE AGE-3 Aircraft Ground Support Equipment Committee
Committee Charter and Operating Procedures

Issue 1: August 2016

1.- General

This charter establishes the objectives and operating procedures for SAE International AGE-3 Aircraft Ground Support Equipment (The “Committee”).

The Committee activity shall be conducted according to the provisions of this charter and in accordance with the procedures established by the Technical Standards Board and the Aerospace Council of SAE International as reflected in the Technical Standards Board Governance Policy (TSBGP) and Aerospace Council Organization and Operating Guide (ACOOG). This charter supplements and is subordinated to TSBGP and ACOOG.

2.- Mission, Scope and Objectives

The Committee Mission is to provide safe, efficient and environmentally friendly aircraft ground servicing.

The scope of the Committee includes all aspects of airport, ground support equipment and associated systems that interface or require compatibility with the aircraft. Excluded from the scope of the AGE-3 Committee is aircraft ground de-icing and air cargo handled by G-12 and AGE-2 groups respectively.

The objectives of the Committee are:
   a) Develop and maintain technical standards, specifications and reports related to aircraft ground servicing and in particular to:
      • Airport Ground Support Equipment (GSE)
      • Aircraft to GSE interface
      • GSE operation, maintenance and operator training
      • Airport facilities and systems that have a direct relationship to and interface with GSE
      • GSE environment related issues, including noise and emissions.

   b) Provide a forum for exchange of technical information related to aircraft ground operations where issues can be addressed and resolved.

   c) Coordinate and harmonize worldwide standards development with CEN TC 274, ISO TC 20/SC9, IATA GSEE and other standardization groups.

   d) Promote the global use of high quality standards and practices within the aircraft ground servicing scope.

   e) Promote research and innovation in any topics related to the scope of the Committee.
3.- Organization

3.1 Committee Structure
The Committee shall consist of a parent Committee of participants (voting members, liaisons, mailing list recipients) and working groups as deemed appropriate by the Leadership Team.

Working group participants need not be participants of the parent Committee. Committee participants and working group participants shall function as individuals representing technical expertise in the field and not as representatives of their employers or any other organization with which they may be associated.

3.2 Leadership Team
The Leadership Team will consist of the Chair, Vice Chair, Secretary, and other members selected by the Leadership Team (such as document sponsors, SAE staff representative, former Committee Chairs, other organisations liaisons, etc.). The function of the Leadership Team is to assist the Chair in the governance of the Committee, establish meeting agendas, approve new projects, recommend and approve new members, and review the activity and status of existing projects.

3.3 Committee Officers
The Committee shall have a Chair, a Vice Chair and a Secretary. Committee Chairs serve a two-year term office, which is renewable two times. Every two (2) years nominations shall be requested for the offices of Chair and Vice Chair. A vote on the nominations will be taken at a meeting with a quorum of voting members. The Secretary shall be appointed by the Chair on a meeting by meeting basis. The Vice Chair may also serve as Secretary.

3.3.1 Duties of the Committee Chair
- Plan and coordinate meeting agendas and forward to SAE for distribution
- Preside over meetings
- Appoint the Committee Secretary and technical report sponsors
- Establish, maintain and deactivate working groups
- Appoint the workgroup chair
- Review the Committee roster at least annually
- Manage the five-year review process
- Elevate issues, concerns and opportunities to the Aerospace Council

3.3.2 Duties of the Committee Vice Chair
- Assist the Chair
- Fulfil the obligations of the Chair in his/her absence.
- Act as public relations and communications focal point. Disseminate Committee work (e.g. by writing articles in specialized publications, keeping up to date Committee factsheet).

3.3.3 Duties of the Committee Secretary
- Prepare minutes of the meeting and forward to SAE for distribution

3.4 Working Groups
The Committee Chair may establish working groups to resolve specific issues identified during Committee work. This has been found to be particularly useful when issues deal with topics requiring specialized knowledge (e.g. towbarless tractors) or where a large committee is not as efficient as a working group. The Committee Chair
shall seek volunteers from the Committee (or outside) to become members of the working group and designate the working group Chair. The working group Chair shall issue call for meetings as required. If multiple meetings are required during the year, use of remote access (e.g. WebEx) is encouraged. Upon termination of the task of the working group, the Committee Chair shall dissolve the working group.

4.- Voting membership

Voting members are appointed on the basis of their personal qualifications and their ability to contribute to the work of the committee in accomplishing its scope. Active participation in discussions, providing comments to ballots and attendance of at least two meetings in a row is a prerequisite for becoming a voting member.

Voting members of the Committee shall be recommended by the Leadership Team. It is desired that Committee voting membership, as far as possible, should contain a balanced representation of technical experts by interest (Producer, User and General Interest).

In discharging their responsibilities, members function as individuals dedicated to the objective of the Committee and not as representatives of any organization with which they may be associated. Governmental employees participate in accordance with government regulations.

Members must actively support the work within the committee by supporting telecoms, attending meetings, sponsoring projects, participating in discussion forums, and reviewing and responding to ballots.

A member who is absent from two or more consecutive committee meetings, or who fails to vote on two consecutive ballots without justification may have his/her membership revoked by the Leadership Team.

5.- Operation

5.1 Project Authorisation
Each proposed project document, including document revisions, must be approved by the Leadership Team. The Leadership Team will assign a sponsor for proposed new documents or revisions to existing documents. The sponsor shall develop all documentation and be responsible for all coordination necessary to prepare the new document or revision for ballot to the committee membership.

5.2 Technical report preparation
All technical reports prepared under Committee auspices shall follow the procedures and format published in the SAE Aerospace Technical Reports Style Guidelines.

For new projects, before starting the formal process, a first draft should be posted in the committee work area to assess project maturity and decision to proceed.

When a working group has completed its work on a proposed draft technical report, or technical report revision, and has agreed to send it for project ballot, the working group leader shall present it to the Committee voting members and liaisons at the
next meeting or via email for review prior to submitting it for project ballot. The purpose of this review is to collect and resolve any comments from Committee participants not on the working group prior to submitting the technical report for project ballot in order to minimize comments during the project ballot process.

5.3 Voting
As per ACOOG

5.4 Working Group Status report
All working groups shall provide ongoing documentation of the activity and status (including project schedule) of projects to the Committee Chair. This report shall incorporate a project listing or similar identification to enable ready reference to any given project at any given time and to facilitate the Committee’s efforts with SAE and the Aerospace Council. Working groups shall report the activity, decisions, action item status and project schedule status of their projects at all Committee meetings.

5.5 Meetings
The Committee will hold at least one face-to-face meeting per year. During the first quarter of the natural year a face-to-face or virtual meeting must take place to review status of projects and assign sponsors to 5-year review documents. Proposals for places and dates for meeting venues shall consider:
- Maximize attendance and meeting impact. Back to back meetings with other organizations or events are encouraged. (e.g. IATA GSEE)
- Participants travel time to locations shall be minimized. Worldwide locations close to major transport hubs with access to direct flights are preferred.
- Hosted meetings invitations are a preferred option as they eliminate fees (for conference room, projectors…).

All Committee meetings shall be conducted in accordance with ACOOG.

5.6 Attendance
Open door policy: attendance at the meetings is open to anyone with an interest in the Committee objectives. Attendance shall be monitored and recorded by the Secretary.

6.- Revisions to Charter

Amendment of this charter will be accomplished by a member submitting a written proposal and a rationale to the Committee Chair at least 6 weeks prior to the face to face meeting.

The Committee Chair shall include the proposal on the meeting agenda and call for a vote. Proposed amendments will require a two thirds approval of the members present. A quorum of greater than 50% of the eligible voting membership must be present.